

## Human Resources Department

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### **STUDENT INTERN POSITION DESCRIPTION**

**POSITION TITLE:** Student Intern - MIS      **POSITION NUMBER:** 5218  
**DEPARTMENT:** MIS      **LOCATION:** 909 Packerland Drive  
**DIVISION:** General Manager  
**RESPONSIBLE TO:** Network Services Manager  
**SALARY:** \$12.00/ HR  
**DATES OF EMPLOYMENT:** June 14<sup>th</sup> to August 20<sup>th</sup>  
**NUMBER OF HOURS PER WEEK:** 32 HOURS PER WEEK

#### **INTERN DUTIES/PROJECTS**

1. Support MIS Teams in maintaining hardware, software, and other systems (25%)
2. Troubleshoot issues and provide technical support (25%)
3. Training and Development (10%)
4. Depending on the field of study projects could include (40%)
  - a. Application Services - Development of a Microsoft PowerApp, Web Design, or other application, development of business intelligence reports
  - b. Network Services - Switch life cycle, server builds, backups, systems administration, voice systems
  - c. Information Security - Security Assessments, Security awareness training, Vulnerability assessments, and Cybersecurity tools configuration
  - d. Desktop Services - Endpoint life cycle, imaging, help desk support, general IT support.
5. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
6. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

#### **INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR**

1. Active pursuit of a higher education degree in an Information Technology field such as computer science, support specialist, analytics, information security, and/or computer networking. Other higher education fields of study may be considered.
2. Analytical and problem-solving skills.
3. Strong work ethic and attention to detail.
4. Passion/excitement for technology.
5. Self-starter, Initiative, and drive to succeed.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

1. Frequently walk, stand, stoop, kneel, crouch, crawl, sit; reach with hands and arms; and talk and hear. Occasionally lift and/or move up to fifty (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS**

1. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
2. Ability to work within a team-oriented environment.
3. Strong verbal and written communications skills.
4. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
5. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
6. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.